**Job Opening:**

The Mary Lou Johnson Hardin County District Library has an opening for a**full-time (40 hours)** Youth Services Department Head.

The successful candidate will present a positive, professional image to the public; interact and respond appropriately to patrons and staff; develop and maintain effective working relationships with supervisor and staff; communicate effectively in written and oral form; maintain confidentiality. The duties for the employee in this position include but are not limited to:

The coordination of pre-school and children’s programming; selection of new materials and weeding of collection; selection, visitation of pre-schools and schools; and coordination of reader’s advisory services and a limited number of Reference and Circulation desk hours Must possess a valid Ohio driver’s license with an acceptable driving record.

**Preferred Qualifications**:

\* Master’s degree from ALA accredited library school.

\* Able to work days, evenings, and weekends as required.

\* Prior public library experience.

**Will Consider:**

\* Bachelor’s degree with some of the above qualifications and experience in youth programs.

\*Or, equivalent and relevant work experience

**Salary and Benefits:**

Salary is based on experience, beginning at $13.02 per hour for qualified candidate with Master’s degree in Library Science; beginning at $11.25 per hour for qualified candidate with Bachelor’s degree or relevant experience.

The Library participates in the Ohio Public Employees Retirement System.

This position receives (10) paid holidays per year along with Personal time off (PTO) benefits.

**Employee Orientation Period:**

The first 6 months in this position is designated as the employee orientation period.  The successful candidate’s performance will be reviewed at 3 and 6 months. If the employee’s performance is not satisfactory at the end of the employee orientation period, the employee may be terminated.

**Schedule:**

Applications will be reviewed as received. Preference will be given to those received by September 24, 2015. The position will be open until filled. Please submit letter of interest, resume, three professional references, and (if applicable) a copy of college transcripts to:

Attention: Sam Norris, Director, MLJ- Hardin County District Library, 325 E Columbus Street, Kenton, OH 43326